GOVERNMENT OF THE
BRITISH VIRGIN ISLANDS
LONDON OFFICE



VACANCY NOTICE

BVI LONDON OFFICE ACCOUNTING OFFICER

Strengthen public service through accurate accounting, reliable controls and timely financial reporting.

Position: Accounting Officer

Location: United Kingdom
(BVI London Office)

Employment Type: Full-Time

Salary: £40,000 per annum plus applicable allowances and benefits in accordance with the approved terms of appointment.

Eligibility: British Overseas Territories Citizen of The Virgin Islands.

Reports to: Deputy Director, Finance and Operations

Contract Duration: Initial two-year appointment, subject to renewal

Working Hours: 9:00 a.m. to 5:00 p.m.

Benefits

- Housing Allowance
- Private Medical Insurance
- Travel Allowance
- Competitive Annual Leave Entitlement
- Other Applicable Benefits.

These benefits are designed to support staff wellbeing and the cost of living and working in London. Entitlements, amounts and policy coverage are subject to the terms of appointment.

About the Office and the Opportunity

The BVI London Office represents and advances the interests of The Virgin Islands in the United Kingdom, Europe and internationally. Its work combines diplomatic engagement, public service and sustained relationships with government, parliamentary, professional and community stakeholders.

We are seeking a proactive and detail-oriented accounting professional who can maintain accurate financial records, provide timely financial information to support decision-making, and contribute to effective financial management. The role offers exposure to budgeting, reporting, internal controls and audit processes within an overseas government office.

Key Responsibilities

- Record transactions accurately and keep supporting documentation accessible for review.
- Reconcile bank and ledger balances, explain outstanding items and resolve discrepancies through the appropriate manager.
- Prepare payment documentation and check that required approvals are present.
- Issue and track invoices, maintain debtor information and follow up amounts due.
- Prepare routine financial reports and support budget monitoring and audit requests.
- Maintain confidentiality and identify exceptions, control weaknesses or missing evidence promptly.
- Improve the consistency of accounting records and digital workflows within approved systems.

Qualifications, Skills and Experience

- Relevant accounting or finance qualifications
- Proficient in Microsoft Word and Excel
- Ability to communicate financial information clearly and effectively
- In-depth knowledge of accounting and budgeting principles
- High level of attention to detail and accuracy.
- Ability to work as part of a team
- A commitment to integrity, accountability and financial controls.

Application and Assessment

Submit a CV, supporting statement (maximum 750 words) and evidence of required qualifications and eligibility. Explain your understanding of the role, give two examples of accounting work you personally completed, and describe how you identified and resolved an error or discrepancy.

Shortlisted applicants will undertake a practical reconciliation and spreadsheet exercise and a structured interview, including scenarios involving approvals and discrepancies. Relevant credentials and experience will be verified.

Applicants should provide two professional referees who are able to verify relevant work, including a direct supervisor where available.

How to Apply

Email your application to **kmanning@bvi.org.uk** with the subject line **"Accounting Officer Application"** by **11:59 p.m. (UK time) on 13th November, 2026.**

Interviews are planned for November 2026; anticipated commencement is March 2027, subject to appointment formalities and applicable UK work permission requirements.

Common Conduct and Selection

Appointments are assessed on demonstrated suitability for the advertised duties. Staff are expected to serve professionally and impartially, protect confidential information, declare relevant conflicts of interest and work through the Office's authorised management arrangements. Requests outside delegated authority must be referred to the appropriate manager. Applicants should accurately describe their qualifications, experience and individual contribution; material discrepancies will be explored during selection.

Applicants may request reasonable adjustments for the selection process through the recruitment contact. Information about UK work eligibility, any available sponsorship and relocation support must be provided in the final applicant pack. Citizenship eligibility alone should not be presented as establishing UK work permission.